

MINUTES of the MEETING of the BOARD OF DIRECTORS OF THE WHITEHAWK RANCH TOWNHOME OWNERS ASSOCIATION

May 10, 2023 approved 06/12/2023

1. Call meeting to order

A regular meeting of the Board of Directors for the Whitehawk Ranch Townhome Owners Association was held at the Community Center at Whitehawk Ranch and also via ZOOM teleconference on Wednesday, May 10, 2023, beginning at 3:00 p.m. pursuant to the written Notice of Meetings. Director Jean Bonander was present at the community center. Penny Popken and Nancy Johnson participated via ZOOM. Bob Danielson was absent. Joleen Cline served as the recording secretary. Jean Bonander called the meeting to order at 03:01 p.m.

2. Public Comment (for items not listed on the agenda – limit 5 mins each)

John Martin reported the last reserve study provided on the community website was completed in December 2016. Joleen reported the version she is able to view from the website was completed for 2022. She suggested that he refresh his screen in case his computer has saved a cookie of a previous version.

John asked if the Board would request that the landscaper watch and notify owners regarding bird nests on light fixtures, he also asked why bids are not made public.

Penny reported the birds started building nests about 2 weeks ago. This is the busiest time for the landscaper, and it is not part of his current contract. Davis Stirling legislation allows HOA Boards to review bids and contracts in closed session. It is challenging to get multiple bids in the first place, and if contractors were able to view each other's bids, it would hamper the association's ability to receive competitive bids.

A member reminded the Board to consider clarification to the window covering wording for the next round of the CC&R update ballot.

John Martin reported he enjoys the dark sky policy and asked that the Board make sure that people are adhering to the policy.

3. Minutes – Regular Meeting of March 13, 2023

After review, upon motion duly made, seconded, and unanimously carried, the minutes of the March 13, 2023, meeting were approved as submitted.

4. Financial Reports

Joleen provided financial reports to the Board members via email prior to the board meeting.

Joleen reported as of 04/30/2023 the total balance in the reserve accounts was \$334,521.94. She reported we have been able to purchase short term CDs with competitive interest rates. We are tracking on budget after 4 months of our fiscal year.

5. **Contracts/Services Discussion for 2023**

a. Status Report – Snow Removal Contract

Penny reported it has been an extraordinary winter with near record snow fall. All members she spoke with have been happy with the snow removal service we received this winter. She reported we did have to pay for services outside of the contract term at a cost of \$2,000.

b. Status Report – Landscape Maintenance Agreement

Penny reported we have a new contractor this year. That contractor, Lowell Young, will be turning on the irrigation on Tuesday and will be checking for leaks and broken lines. So far, Lowell has been working on clearing pine straw and other debris from front yards.

c. Update on Joint TOA/Hawkridge shared services

Jean reported we will be getting back to schedule this meeting in the June/July time frame. Both the Town Home Board and the Hawk Ridge Board are curious to see if we can share resources and collaborate to potentially hire an employee and/or encourage greater participation with response to bid invitations.

d. Driveway Repair/Driveway Resurfacing Consulting and Services Contract

Jean reported last month we entered an agreement to work with Seth Padovan on this project. Many of the driveways have been marked for repairs. We have the unique opportunity to join with other communities in the area which brings greatly reduced paving maintenance costs due to the volume of work that is scheduled with several local communities combined.

Our paving consultant, Seth Padovan, provided a report which included the following:

Full depth patch of approximately 4000 s.f. of failed asphalt pavement at a total estimated cost of \$28,000.00. Application of hot rubberized crack seal to the linear cracks at an estimated cost of \$1,000.00. Application of Type II Slurry to all asphalt driveways for 54,452 s.f. at an estimated cost of \$16,335.60. Total estimated cost for the 2023 pavement maintenance is approximately \$45,335.60.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the expenditure not to exceed \$55,000.00 for the black top repair and maintenance as described above.

Jean will ask Bob regarding the drainage issue at Dave Hansel's driveway and the repair of the Colvin's driveway where the tree was removed.

6. **Update on Reserve Study/Capital Projects**

a. Driveway Evaluation Update

See item 5.d. above

b. Deck Re-staining update

Jean reported Bob is working on this project and has requested bids from several interested contractors. At the next meeting, the Board will most likely review the bids and vote to award a contract.

John Martin asked if we are planning to complete all the deck staining at once or in stages.

He also asked about the design for the hog wire railing change. Jean reported the TOA is working with the HOA Board to approve a standard for the railing replacement. She will ask if the top rail is included in the deck re-staining bid.

Dawn Colvin asked if the decks will be sanded before they are re-stained. Joleen reported the bids include sanding before the stain/sealer is applied.

Lisa suggested the board clarify to owners why the association may be willing to pay for the sanding this year.

7. Announce Election for Three (3) Board of Directors Openings

Jean reported there are three board positions available this year. The Call for Candidates communication has been sent to all owners. Candidate statements need to be submitted by May 25th. The election will be held in August during the annual meeting.

John asked if the incumbents are planning to run again.

Jean reported she will be running for an additional term. Nancy reported she will be retiring and not running for an additional term.

Penny and Jean thanked Nancy for her service on the Board.

8. HOA/TOA Update on TOA Guidelines and ARC Repairs.

Lisa Laughlin reported she is waiting on additional information from the HOA regarding stairs. She believes the attitude of the neighborhood, is that owners can do what they want. She suggests as a community, we need to decide if, how and when we will enforce the ARC guidelines. There are lots of changes being made, but few submittals prior to the initiation of the work. Nancy reported the process is slow and frustrating and she understands people moving forward without prior approval.

Jean reported the CC&Rs need to be matched up with an enforcement policy and a fine schedule which the TOA does not have in place yet. We also have many new owners, and we know that some owners do not read the CC&Rs and don't understand that the land that surrounds their property is not theirs and that there are rules for what happens and what is planted in the common areas.

When owners add anything to the common area, we have an encroachment agreement that we need to be using which states that owners understand that they are improving someone else's property at their own expense. If the owner of the property later objects to it, they can ask that it be removed by the property owner who installed it.

9. CC&Rs/Bylaws Update

Jean reported the Board has a collection of comments received regarding the last ballot attempt to adopt the updated CC&Rs and Bylaws. She would like to schedule a community meeting to discuss items that may have kept members for voting in support of the last CC&R update.

10. Directors Reports/Announcements – Information Only

No report

11. Future Agenda Items

Jean volunteered to put together a summary of the discussion that will happen later today regarding TOA ARC and HOA ARC

Dawn reported communication is key. If people don't know the rules or expectations, they can't be held accountable for them. There is nothing in the CC&Rs that states that owners cannot plant something in the common area. Unless we have clear guidelines and communication, we will continue to have these issues.

Lisa reported we need to also define what the common area is. Lisa reported she understands that the Association owns all the ground outside of the foundation.

12. Adjournment of Meeting – Next Meeting – Monday, June 12, 2023 at 1:00

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 04:11 p.m.